



**Lawrence Berkeley National Laboratory  
Project Management Office**

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**Title:**

**PREPARATION & CONTROL OF PROJECT MANAGEMENT OFFICE  
PROCEDURES**

**Section where used:**

Project Management

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**Revision Log:**

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**1.0 PURPOSE**

This procedure describes the process for preparation, review, approval, revision, and control of the LBNL Project Management Office Earned Value Management System (EVMS) procedures. These procedures provide guidance for control of cost, schedule and scope for activities supported by the Project Management Office (PMO).

**2.0 REFERENCES**

DOE Order 413.3.  
LBNL Earned Value Management System Description.

**3.0 DEFINITIONS**

A glossary of significant terms and definitions in the LBNL EVMS description and related procedures can be found in Appendix C of the EVMS description. If necessary, a definitions list may be included as a last section of the procedure.

**4.0 RESPONSIBILITIES**

Configuration management of the LBNL-EVMS is the responsibility of the Laboratory Project Management Officer and is maintained through the use of

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institutional configuration control. Proposed revisions to the LBNL-EVMS description or related procedures are submitted to the Laboratory Project Management Officer to ensure the proper coordination, review, and incorporation of appropriate changes.

**5.0 PROCEDURE**

The sequential action steps involved in the development of a Project Management Office procedure are described below.

**5.1 Procedure Identification, Format, and Content**

All Project Management Office procedures shall have a title block, section headings, and content. Procedures may also have a work flow diagram. The work flow diagram should list all personnel required to carry out a process and depict the steps required to complete identified tasks. The content of the procedure section shall be consistent with the information in the work flow diagram.

The Process Owner shall specify the need for project procedure development or revisions. The Project Management Office shall assist the Process Owner with procedure coordination. The LBNL Project Management Officer will review and concur with the development of new EVMS related procedures and updates to existing procedures.

Project Management Office procedures are identified with a document number assigned by the Project Management Office. The Project Management Office shall assist each Process Owner (often the Project Controls Manager, a Project Manager, a Control Account Manager (CAM), or designee) in determining the appropriate procedure identification number for the initial release of a procedure.

**5.2 Procedure Preparation and Review**

The Process Owner shall draft or revise procedures. The Project Management Office will edit and prepare the procedure for review. The Process Owner shall send the procedure draft to the LBNL Project Management Officer and relevant Stakeholders/End Users to review to ensure the procedure meets its intended purpose.

**5.3 Procedure Distribution and Implementation**

Upon completion of review and incorporation of any resulting changes into the

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procedure, a hard copy of the procedure will be signed off by the Process Owner and the LBNL Project Management Officer.

**5.4 Documents and Records**

Official signed procedures are retained by the Project Management Office.

The Process Owner shall determine implementation strategies, including the development of any training materials, necessary to educate project personnel about procedure content.

**5.5 Configuration Management of the EVMS Description and Related Procedures**

Any proposed changes to the EVMS description or related procedures shall identify previous versions of the procedure. Each procedure shall be identified with a PMO Procedures number, revision number, and issue date.

**5.6 Changes**

Any change to the process, content, or attachments of a procedure will require a revision change. Revisions shall be identified in the revision log of the procedure. For Revisions with changes of a substantial nature, all concurrence and approval signatures shall be required for release. For Revisions of an administrative or minor nature (such as update to an appendix, or updating names, titles, etc.) the original concurrence and approval signatures shall be referenced by date or electronic copy of signature.

**5.7 Audits and Reviews**

The LBNL Project Management Officer shall perform assessments to ensure that procedures are implemented. The EVMS Description and related procedures shall be reviewed at least every 3 years and released as a new revision to assure that the content is consistent with the current EVMS processes. The Project Management Office shall facilitate this review.